

C. I. G. Administrative Instructions [REDACTED] 1 of 1
UNCLASSIFIED

CENTRAL INTELLIGENCE AGENCY NOV 7 49
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

2 November 1949

STATINTL

SUBJECT: Classification Act of 1949

1. The Classification Act of 1949 establishes a standard plan for the allocation of positions, provides a schedule of rates of compensation and, among many other provisions, exempts the Central Intelligence Agency from the Act.

2. CIA will adhere to the provisions of this Act. Agency positions will be classified in accordance with Civil Service Commission and Agency standards and will be allocated with adherence to basic classification principles and compensation schedules set forth in the Classification Act of 1949.

3. The passage of this Act does not affect the title of your position, your duties or job qualification requirements. The "CAF", "P", and "SP" grades have been merged into a single schedule called "GS" (General Schedule). The "CRC" service grade structure remains unchanged. If your pay has been set by prevailing wage rates or a similar method, it will not be affected by this Act. You will continue to receive periodic pay increases every 52 or 73 weeks, depending upon your grade, providing your service and conduct are satisfactory and your efficiency rating is "Good" or better. Additional one step increases may be given for meritorious service. If you are in "GS-10" or below and are at the top of that grade, you are eligible for a one step longevity increase for each three years you have served at the top of that grade, provided you have been in your present grade (the equivalent or a higher one) for at least 10 years. A conversion chart is attached which informs you of your new "GS" grade and salary rate.

4. All CIA positions, irrespective of nature, type of funds from which paid or geographic location will be classified by the Administrative or Special Support Staff, as appropriate, and will be finally certified and approved by the Personnel Staff.

5. No positions above grade "GS-15" are authorized for CIA. It is not possible at this time to determine if or when such positions will be authorized.

STATINTL

6. The Personnel Director will, in accordance with General Order [REDACTED] (Revised), determine the policy and procedure necessary in effecting the provisions of this Instruction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN
Executive

1 Attachment

DISTRIBUTION: All CIA Employees

YOUR NEW PAY RATE AND GRADE

Grade & Pay Step Old		Grade & Pay Step Old		Grade & Pay Step Old		Grade & Pay Step Old		Grade & Pay Step Old	
New		New		New		New		New	
SP-1		P-1		CAF-10		GS-10		GS-16	
2020		CAP-S		4855.80		5000		11200	
2086/		SP-6		4981.20		5125		11400	
2152		2974.80		5116.60		5250		11600	
2218		3100.20		5225		5375		11800	
2284		CAF-1		3226.60		5375.40		12000	
2350		GS-1		3351		5482.80		2799.24	
2423.04		2200		3476.40		5608.20		2874.48	
2215		2280		3601.80		5750		2994	
2350		2360		3725				2995.72	
2423.04		2218		3727.20				3074	
2254		2440		3850				3024.96	
2350		2520						3154	
2152		2600							
2218		CAF-6							
2498.28		SP-7							
2350		3351							
2423.04		3476.40							
2254		3575							
2350		3601.80							
2423.04		3700							
2498.28		3727.20							
2350		3825							
2423.04		3852.80							
2254		3978							
2350		4075							
2423.04		4103.40							
2254		4200							
CAF-2		P-2							
SP-3		CAP-7							
2264		GS-2							
2350		2450							
2423.04		2530							
2254		3727.20							
2350		3852.80							
2423.04		3978							
2254		4013.40							
2350		4200							
2423.04		4325							
2254		4354.20							
2350		4450							
2423.04		4479.60							
2254		4575							
2350		4749.80							
2423.04		4855.80							
2254		4950							
CAF-3		P-3							
SP-4		CAP-8							
2498.28		GS-3							
2350		2650							
2423.04		2730							
2254		3650							
2350		3727.20							
2423.04		3825							
2254		3978							
2350		4013.40							
2423.04		4200							
2254		4325							
2350		4450							
2423.04		4575							
2254		4749.80							
2350		4855.80							
2423.04		4950							
CAF-4		P-4							
SP-5		CAP-9							
2498.28		GS-4							
2350		2875							
2423.04		4479.60							
2254		4600							
2350		4725							
2423.04		4850							
2254		4975							
2350		5000							
2423.04		5100							
2254		5106.60							
2350		5225							
2423.04		5232							
2254		5350							
CAF-5		P-5							
SP-6		CAP-10							
2498.28		GS-5							
2350		2974.80							
2423.04		3115							
2254		4855.80							
2350		4975							
2423.04		5000							
2254		5025							
2350		5100							
2423.04		5106.60							
2254		5225							
2350		5232							
2423.04		5355							
CAF-6		P-6							
SP-7		CAP-11							
2498.28		GS-6							
2350		3351							
2423.04		3476.40							
2254		3575							
2350		3601.80							
2423.04		3700							
2254		3727.20							
2350		3825							
2423.04		3978							
2254		4075							
2350		4103.40							
2423.04		4200							
CAF-7		P-7							
SP-8		CAP-12							
2498.28		GS-7							
2350		3727.20							
2423.04		3825							
2254		3978							
2350		4013.40							
2423.04		4200							
2254		4325							
2350		4450							
2423.04		4575							
2254		4749.80							
2350		4855.80							
2423.04		4950							
CAF-8		P-8							
SP-9		CAP-13							
2498.28		GS-8							
2350		3727.20							
2423.04		3825							
2254		3978							
2350		4013.40							
2423.04		4200							
2254		4325							
2350		4450							
2423.04		4575							
2254		4749.80							
2350		4855.80							
2423.04		4950							
CAF-9		P-9							
SP-10		CAP-14							
2498.28		GS-9							
2350		3727.20							
2423.04		3825							
2254		3978							
2350		4013.40							
2423.04		4200							
2254		4325							
2350		4450							
2423.04		4575							
2254		4749.80							
2350		4855.80							
2423.04		4950							
CAF-10		P-10							
SP-11		CAP-15							
2498.28		GS-10							
2350		3727.20							
2423.04		3825							
2254		3978							
2350		4013.40							
2423.04		4200							
2254		4325							
2350		4450							
2423.04		4575							
2254		4749.80							
2350		4855.80							
2423.04		4950							
CAF-11		P-11							
SP-12		CAP-16							
2498.28		GS-11							
2350		3727.20							
2423.04		3825							
2254		3978							
2350		4013.40							
2423.04		4200							
2254		4325							
2350		4450							
2423.04		4575							
2254		4749.80							
2350		4855.80							
2423.04		4950							
CAF-12		P-12							
SP-13		CAP-17							
2498.28		GS-12							
2350		3727.20							
2423.04		3825							
2254		3978							
2350		4013.40							
2423.04		4200							
2254		4325							
2350		4450							
2423.04		4575							
2254		4749.80							
2350		4855.80							
2423.04		4950							
CAF-13		P-13							
SP-14		CAP-18							
2498.28		GS-13							
2350		3727.20							
2423.04		3825							
2254		3978							
2350		4013.40							
2423.04		4200							
2254		4325							
2350		4450							
2423.04		4575							
2254		4749.80							
2350		4855.80							
2423.04		4950							
CAF-14		P-14							
SP-15		CAP-19							
2498.28		GS-14							
2350	</td								

CENTRAL INTELLIGENCE AGENCY
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4. All CIA positions, irrespective of nature, type of funds from which paid or geographic location will be classified by the Administrative or Special Support Staff, as appropriate, and will be finally certified and approved by the Personnel Staff.

5. No positions above grade "GS-15" are authorized for CIA. It is not possible at this time to determine if or when such positions will be authorized.

6. The Personnel Director will, in accordance with General Order [REDACTED] (Revised), determine the policy and procedure necessary in effecting the provisions of this Instruction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN/
Executive

1 Attachment

DISTRIBUTION: All CIA Employees

YOUR NEW PAY RATE AND GRADE

Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New	
SP-1		CAF-5		GS-5		CAF-10		GS-10		GS-16		CPC-5		CPC-5	
2020.1		4855.00		5000		4855.00		5125		11200		2973.52		2973.52	
2086.1		4855.20		5100		4855.20		5250		11400		2640.76		2754	
2152		3100.20		3225		5106.60		5375		11600		2724		2834	
2218		3225.60		3350		5357.40		5500		11800		2799.24		2914	
2285		3351.40		3475		5462.80		5625		12000		2874.48		2994	
2350		3476.40		3600		5608.20		5750				2949.72		3074	
2423.04		3601.80		3725								3024.96		3154	
		2152		3850								3220			
		2218										12400			
		2285										12600			
SP-2		CAF-6		GS-6		CAF-11		GS-11		GS-17		CPC-6		CPC-6	
2284		2350		2600		5432.80		5400		12800		2799.24		2914	
2350		2423.04		2680		5733.60		5600		13000		2949.72		3060	
2152		2498.28				5984.40		6000				3024.96		3140	
2218						6200		6200				3100.20		3220	
2284						6235.20		6400				3175.44		3300	
2350												3250.68		3380	
2423.04												3500.68			
2498.28												3601.80			
2573.52												3725			
CAF-2		CAF-7		GS-7		CAF-12		GS-12		CPC-1		CPC-7		CPC-7	
SP-3		GS-2		GS-7		1410		1510		1510		3100.68		3225	
2284		2450		3225		1570		1570		1570		3175.44		3325	
2350		2530		3852.60		6400		6800		1630		3250.68		3425	
2423.04		2610		4075		6800		1588		1650		3351		3525	
2498.28		2690		4103.40		6714		6800		1750		3476.40		3665	
2573.52						6953.40		7000		1810		3601.80		3725	
2648.76						7192.80		7200		1870					
2724															
CAF-3		CAF-8		GS-8		CAF-13		GS-13		CPC-2		CPC-8		CPC-8	
SP-4		GS-3		GS-8		2020		2120		2086		3225.60		3350	
2498.28		2650		4228.80		2086		2120		2152		3350		3525	
2573.52		2730		4354.20		7600		7800		2260		3476.40		3650	
2648.76		2810		4479.60		7671.60		7800		2218		3601.80		3775	
2724		2890		4479.60		8000		8000		2330		3727.20		3900	
2799.24		2970		4479.60		7911		8200		2350		3852.60		4025	
2874.48		2850		4479.60		8150.40		8400		2470		3978		4150	
2949.72		2930		4479.60		8369.80		8600		2540					
CAF-4		CAF-9		GS-9		CAF-14		GS-14		CPC-3		CPC-9		CPC-9	
SP-5		GS-4		GS-9		2112		2112		2152		3610.80		3775	
2724		2875		4479.60		6000		2218		2232		3775.40		3900	
2799.24		2955		4479.60		6500.50		9000		2284		3852.60		4025	
2874.48		3035		4730.40		8808.75		9000		2412		4150			
2949.72		3115		4855.80		9108		9200		2492		4103.40		4275	
3024.96		3195		4855.80		9407.25		9400		2423.04		4228.80		4400	
3100.20		3275		5106.60		9500		9400		2496.28		4296.20		4525	
3175.44		3355		5232		9706.50		9800		2552		4354.20			
CAF-4		CAF-15		GS-15		CPC-4		CPC-4		CPC-10		CPC-10		CPC-10	
SP-5						10000		10000		2530		4103.40		4275	
2724						10250		2428.28		2610		4228.80		4400	
2799.24						10305		10305		2573.52		4354.20		4525	
2874.48						10330		10330		2690		4479.60		4650	
2949.72						11000		11000		2770		4479.60		4650	
3024.96												4650		4750	
3100.20												4730.40		4730.40	
3175.44															

STATINTL

ADMINISTRATIVE INSTRUCTION

7 NOV 44

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2. The Central Intelligence Agency will adhere to the provisions of this Act. Agency positions will be classified in accordance with Civil Service Commission and Agency standards and will be allocated with strict adherence to basic classification principles and compensation schedules set forth in the Classification Act of 1949.
3. The passage of this Act does not affect the title of your position, your duties or job qualification requirements. The "CAF", "P", and "SP" grades have been merged into a single schedule called "GS". (General Schedule). The "CPC" service grade structure remains unchanged. If your pay has been set by prevailing wage rates or a similar method, it will not be affected by this Act. You will continue to receive periodic increases every 52 or 78 weeks, depending upon your grade, providing your service and conduct are satisfactory and your efficiency rating is "Good" or better. Additional one step increases will be given for meritorious service. If you are in "GS-10" or below and are at the top of that grade, you are eligible for a one step longevity increase for each three years you have served at the top of that grade, provided you have been in your present grade (the equivalent or a higher one) for at least 10 years. A conversion chart is attached which informs you of your new "GS" grade and salary rate.

4. All CIA positions, irrespective of nature, type of funds from which paid or geographic location will be classified by the respective ~~Administrative~~ Support Staff and will be finally certified and approved by the Personnel Staff.

5. The Personnel Director will, in accordance with General Order [REDACTED] (Revised), determine the policy and procedure necessary in effecting the provisions of this instruction.

STATINTL

5. No positions above grade GS-15 are authorized for CIA. It is not possible at this time to determine ~~whether~~ when such positions will be authorized ~~at least in the near future~~.

QAM

attach

Distr: All CIA Employees

CW

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

2 November 1949

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STATINTL

6. The Personnel Director will, in accordance with General Order [REDACTED] (Revised), determine the policy and procedure necessary in effecting the provisions of this Instruction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: *John [REDACTED]*
All the following [REDACTED] positions are approved,
[REDACTED]
subject to classification review by the [REDACTED]
(Administrative and Special Support Staff as [REDACTED])
[REDACTED]
[REDACTED]
1 Attachment Personnel Director
DISTRIBUTION: All CIA Employees

Captain, USN
Executive

STATINTL

YOUR NEW PAY RATE AND GRADE

Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New	
SP-1		CAF-1		GS-1		CAF-10		GS-10		CAF-17		GS-16		CPC-5	
2020	2086			GS-5		4855.80	5000	4981.20	5125			11200	11400	2573.52	2674
2218	2218			SP-6		5100	5325	5100.80	5325			11600	11800	2648.76	2700
2284	2284			CAF-6		3100.20	3225	5322	5375			11800	12000	2744.44	2834
2350	2350			SP-7		3225.60	3350	5357.40	5500			12000	12200	2799.24	2914
2423.04	2423.04			CAF-7		3351	3475	5482.80	5625					2874.48	2994
2152	2152			SP-8		3476.40	3600	5608.20	5750					2949.47	3074
2284	2284			CAF-8		3601.80	3725							3024.96	3154
2350	2350			SP-9		3727.20	3850							3154.96	
2423.04	2423.04			CAF-9		3852.60	3950							3250.68	
2498.28	2498.28			SP-10		3978	4075							3300	
2573.52	2573.52			CAF-11		4075	4200							3375.44	
				SP-11		4200	4325							3400	
				CAF-12		4325.60	4450							3476.40	
				SP-12		4450	4575							3525	
				CAF-13		4575	4700							3551	
				SP-13		4700	4825							3625	
				CAF-14		4825.60	4950							3650	
				SP-14		4950	5075							3727.20	
				CAF-15		5075	5200							3775	
				SP-15		5200	5325							3852.60	
				CAF-16		5325	5450							4025	
				SP-16		5450	5600							4150	
				CAF-17		5600	5750							4150	
				SP-17		5750	5900							4150	
				CAF-18		5900	6000							4228.80	
				SP-18		6000	6200							4400	
				CAF-19		6200	6400							4400	
				SP-19		6400	6600							4525	
				CAF-20		6600	6800							4525	
				SP-20		6800	7000							4525	
				CAF-21		7000	7200							4525	
				SP-21		7200	7400							4525	
				CAF-22		7400	7600							4525	
				SP-22		7600	7800							4525	
				CAF-23		7800	8000							4525	
				SP-23		8000	8200							4525	
				CAF-24		8200	8400							4525	
				SP-24		8400	8600							4525	
				CAF-25		8600	8800							4525	
				SP-25		8800	9000							4525	
				CAF-26		9000	9200							4525	
				SP-26		9200	9400							4525	
				CAF-27		9400	9600							4525	
				SP-27		9600	9800							4525	
				CAF-28		9800	10000							4525	
				SP-28		10000	10200							4525	
				CAF-29		10200	10400							4525	
				SP-29		10400	10600							4525	
				CAF-30		10600	10800							4525	
				SP-30		10800	11000							4525	
				CAF-31		11000	11200							4525	
				SP-31		11200	11400							4525	
				CAF-32		11400	11600							4525	
				SP-32		11600	11800							4525	
				CAF-33		11800	12000							4525	
				SP-33		12000	12200							4525	
				CAF-34		12200	12400							4525	
				SP-34		12400	12600							4525	
				CAF-35		12600	12800							4525	
				SP-35		12800	13000							4525	
				CAF-36		13000	13200							4525	
				SP-36		13200	13400							4525	
				CAF-37		13400	13600							4525	
				SP-37		13600	13800							4525	
				CAF-38		13800	14000							4525	
				SP-38		14000	14200							4525	
				CAF-39		14200	14400							4525	
				SP-39		14400	14600							4525	
				CAF-40		14600	14800							4525	
				SP-40		14800	15000							4525	
				CAF-41		15000	15200							4525	
				SP-41		15200	15400							4525	
				CAF-42		15400	15600							4525	
				SP-42		15600	15800							4525	
				CAF-43		15800	16000							4525	
				SP-43		16000	16200							4525	
				CAF-44		16200	16400							4525	
				SP-44		16400	16600							4525	
				CAF-45		16600	16800							4525	
				SP-45		16800	17000							4525	
				CAF-46		17000	17200							4525	
				SP-46		17200	17400							4525	
				CAF-47		17400	17600							4525	
				SP-47		17600	17800							4525	
				CAF-48		17800	18000							4525	
				SP-48		18000	18200							4525	
				CAF-49		18200	18400							4525	
				SP-49		18400	18600							4525	
				CAF-50		18600	18800							4525	
				SP-50		18800	19000							4525	
				CAF-51		19000	19200							4525	
				SP-51		19200	19400							4525	
				CAF-52		19400	19600							4525	
				SP-52		19600	19800							4525	
				CAF-53		19800	20000							4525	
				SP-53		20000	20200							4525	
				CAF-54		20200	20400							4525	
				SP-54		20400	20600							4525	
				CAF-55		20600	20800							4525	
				SP-55		20800	21000							4525	
				CAF-56		21000	21200							4525	
				SP-56		21200	21400							4525	
				CAF-57		21400	21600							4525	
				SP-57		21600	21800							4525	
				CAF-58		21800	22000							4525	
				SP-58		22000	22200							4525	
				CAF-59		22200	22400							4525	
				SP-59		22400									